



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #16-030

POSTED: January 13, 2016

DEADLINE: January 19, 2016

JOB TITLE: Criminal Intelligence Clerk

JOB CODE: GSS081

PAYGRADE: D

POSITION NUMBERS: TBD

LOCATION: Georgia Information Sharing Analysis Center (GISAC)/
2635 Century Parkway, Suite 1030 – Atlanta, Georgia – 2 positions

Regional Investigative Office (Region 1) – 1 position
Calhoun, Georgia

Regional Investigative Office (Region 2) – 1 position
Columbus, Georgia

Regional Investigative Office (Region 5) – 1 position
Statesboro, Georgia

Regional Investigative Office (Region 9) – 1 position
Thomasville, Georgia

Regional Investigative Office (Region 11) – 1 position
Athens, Georgia

Regional Investigative Office (Region 14) – 1 position
Kingsland, Georgia

NOTE: Applicants interested in multiple locations must list location preference on the application.

SALARY RANGE: \$27,500.00 annually

DUTIES AND RESPONSIBILITIES:

The primary responsibility of a contract Criminal Intelligence Clerk will be to assist Criminal Intelligence Analysts in the Sex Offender Investigations Section of the GBI Intelligence Unit to collect information and documents from various law enforcement agencies located within an approximately 25 county radius surrounding their assigned work unit. Additional responsibilities will include collection and review of criminal history record information, data entry, administrative support, and other duties as assigned.

NOTE: The 8 positions will be housed in the respective Regional Investigative Offices listed above and requires travel within the assigned Region. A valid Georgia driver's license is required.

MINIMUM QUALIFICATIONS:

High School diploma or GED AND Two years of general office or administrative experience.

PREFERRED QUALIFICATIONS:

In addition to the minimum qualifications, preference will be given to applicants with work experience in the following area:

- Knowledge and experience in using Microsoft Office Suite

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation
Attn: Human Resources
P. O. Box 370808
Decatur, GA 30037-0808

Applications may be obtained by clicking the following link: [GBI State Application](#)

- The Job Vacancy Number 16-030, along with Job Title and Job Code must be listed on applications for this vacancy.
- Applications should be filled out carefully and completely. **Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application.**
- **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Applicants who are not selected for an interview will not receive notification.
- The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening. Click the following link for a list of [GBI Employment Disqualifiers](#).

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER